



Welcome to Fingerprint Background Checks guide for certified applicants/operators. A fingerprint-based criminal record check is required for certified operators and their adult household members (non-client residents) that receive or are eligible to receive Wisconsin Shares payments, or who have resided in a state other than Wisconsin during the past 3 years.

This training is specific to certification applicants/operators, their adult household members and adult caregivers in certified programs.

Learning Objectives:

- When a fingerprint-based background check is required:
 - For certified operators, adult household members and adult caregivers if the certified operator receives or is eligible to receive Wisconsin Shares reimbursement; or
 - For certified operators, adult household members or other adult caregivers residing in a state other than Wisconsin in the past 3 years
- Understand the Fieldprint® LiveScan digital fingerprint process
- Where to go if you have questions

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During this training you will:

- When a fingerprint-based background check is required:
 - For certified operators, adult household members living in a certified child care and other adult caregivers if the operator receives or is eligible to receive Wisconsin Shares reimbursement; or
 - For certified operators, adult household members and other adult caregivers residing in a state other than Wisconsin in the past 3 years
- Understand the Fieldprint® LiveScan digital fingerprint process
- Where to go if you have questions

Background – 2013 WI Act 20



In 2013, § 48.685(2)(br), Wis. Stats., was created as part of Wisconsin Act 20. This law requires licensed and certified providers (and applicants), adult employees and adult household members to submit fingerprints for the purposes of a one-time State and FBI criminal background check. This one-time check is only required if the regulated program receives or wishes to receive Wisconsin Shares payments.

Note: Compliance affects the eligibility of a regulated child care provider to receive Wisconsin Shares reimbursement...

...Not a certification rule

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Background Wisconsin Act 20:

In 2013, §48.685(2)(br), Wis. Stats., was created as part of Wisconsin Act 20. This law requires licensed and certified operators (and applicants), adult employees/caregivers and adult household members to submit fingerprints for the purposes of a one-time State and FBI criminal background check. This one-time check is only required if the regulated program receives or wishes to receive Wisconsin Shares payments.

A name-based criminal record check uses non-unique identifying data such as name and date of birth. They are less reliable than fingerprint-based checks. It is possible for multiple persons to share a name and date of birth. In some cases, a name-based check may pull up a criminal record that does not belong to the subject of the search.

Please Note: Compliance affects the eligibility of a regulated child care provider to receive Wisconsin Shares reimbursement...it is not a certification rule.

Background – Out of State

If an individual has resided in a state other than Wisconsin during the past 3 years, § 48.685(2)(bm), Wis. Stats., allows the certification agency to require the individual to submit fingerprints for the purpose of verifying their identity and obtaining records of his or her criminal arrests and convictions.

Note: The out of state check *is* a certification requirement and *is* part of the caregiver background check conducted by the certification agency.

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Out of State Residents:

The caregiver law requires the certification agency to attempt to conduct criminal record searches in each state outside of Wisconsin that an individual has resided over the past 3 years or obtain fingerprints from the individual to conduct a national criminal record search through the FBI. The certification agency may require individuals that have resided in a state other than Wisconsin during the past 3 years to submit fingerprints for the State and FBI criminal record search. This check also meets the requirement outlined in s. 48.685(2)(br) for Wisconsin Shares reimbursement, if applicable.

Why Digital?

Benefits of capturing prints digitally:

- Statewide locations
- The individual will need to pay \$7.75 scheduling fee for appointments scheduled after 12/31/15.
- Local law enforcement agencies may not offer fingerprinting services and if they do, many charge an additional fee
- Results typically available within 48 hours versus weeks for ink prints rolled on fingerprint cards
- No inky residue 😊
- Able to verify if individual previously met this requirement

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Why Digital Fingerprinting?

The Department of Administration (DOA) has contracted with Fieldprint®, a LiveScan vendor approved by the FBI to obtain fingerprints from individuals for the purposes of a national background check. The benefits of capturing prints digitally include:

- Fieldprint® has nearly 40 locations in Wisconsin, typically located in box front stores such as United Postal Service (UPS) or Mailboxes Etc. The LiveScan location(s) closest to the individual are identified when the appointment is made on-line.
- If there are no LiveScan locations within 35 miles of the individual's location, the location search results will include locations like local law enforcement agencies that utilize fingerprint cards (and potentially charge additional fees not reimbursed by the Department).
- The Department of Children and Families will pay the \$7.75 digital capture scheduling fee until 12/31/15 when an individual uses Fieldprint® and a DCF supplied reason code when scheduling the appointment online. The individual will need to pay the \$7.75 fee for appointments scheduled after 12/31/15. Local law enforcement agencies may charge as much as \$20.00 for an individual to be fingerprinted, and if the prints are rejected the individual will need to be fingerprinted again and typically pay the same additional fee as well.
- Digital fingerprints typically provide results within 48 hours and fingerprints captured digitally are very rarely rejected. Even if your digital prints would be rejected, Fieldprint® does not charge any fee to capture the prints again.
- Fingerprints rolled using ink on cards sent through the mail take several weeks before the results are returned, unless the prints are rejected and the individual needs to be rerolled, potentially incur additional fees and adds more time before the results are available.
- Ink/rolled prints on a card must pass through many hands and have a high rejection rate from the FBI for inadequate prints, which results in weeks or months of additional waiting. Digital prints are sent directly to

DOJ from the Fieldprint® location. After their appointment, the individual can sign into Fieldprint® and “Your Completed Appointment” information will be available.

- No inky residue to get off your fingers
- The most important reason to use digital fingerprinting is the trackability of whether an individual has met the one-time fingerprint-based record check or not. If the individual changes location or employment there is the ability to track the completion of the check so it does not have to be done again.

Overview for Certified Operators, Adult Household Members & Adult Caregivers

- Receive correspondence from your certifying agency. The correspondence will included:
 - ✓ A DOJ account # (each certifying agency has their own)
 - ✓ The Fieldprint® reason code: **FPWICertification**
 - ✓ Name, address and phone number of your certifying agency
 - ✓ Costs associated with the record check, if there are any
 - ✓ Step by step guide to set up a Fieldprint® account and schedule digital fingerprint appointment
- Individual attends appointment

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 - ✓ Step by step guide to set up a Fieldprint® account and schedule digital fingerprint appointment
- Individual attends appointment

The certified operator/applicant, adult household member or adult caregiver must have the certifying agency's Department of Justice (DOJ) account number and appropriate Fieldprint® Code in order to use Fieldprint® services. The Fieldprint® code is the same for all certified operators/applicants, adult household members and adult caregivers in certified programs: **FPWICertification** (not case sensitive).

You must bring 2 forms of ID (including at least 1 photo ID) to the appointment. After attending the appointment, the digital fingerprints are sent to the Wisconsin Department of Justice (DOJ) who submits them to the FBI. All results are processed and made available to certification agency for review in the same manner the name-based criminal record

check results are currently processed.

All Fieldprint® appointments are made on-line so you will need this information with you when you sign in as a user with Fieldprint® and schedule your appointment.

Please Note

- Each person **MUST** include ALL aliases to avoid running additional record checks and paying additional fees (for example, your maiden name is considered an alias).
Note: Do not add names of additional individuals in the Alias section of the Fieldprint screen. Each individual must scheduled their own appointment.
- Any cost associated with your record check or record check for a household member is determined by your certifying agency.
- If a caregiver changes employers, the Department of Children and Families (DCF) Caregiver Background Unit (CBU) may be able to verify they have met the fingerprint-based background check requirement.

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Please note:

- Each person **MUST** include ALL aliases to avoid running additional record checks and paying additional fees (for example, your maiden name is considered an alias).
- Any cost associated with your record check or a record check for a household member is determined by your certifying agency
- If a caregiver changes employers, the Department of Children and Families (DCF) – Caregiver Background Unit (CBU) may be able to verify they have met the one-time fingerprint-based background check requirement.

Go to www.fieldprintwisconsin.com

The screenshot shows the homepage of the Fieldprint Wisconsin website. At the top, there is a navigation bar with the Fieldprint logo, a login link for existing appointments, and the text 'Fieldprint® Fingerprinting Serving Wisconsin'. Below the navigation bar, the main content area is divided into several sections. On the left, there is a section titled 'Wisconsin's Livescan Fingerprinting Network' featuring the state seal and a map of Wisconsin with various collection locations marked. To the right of the map, there is a list of benefits: 'Simple. Safe. Secure.' followed by 'Quick, easy scheduling', 'Convenient locations', and 'Fast, professional fingerprint collections'. Below this list is a prominent red button labeled 'Schedule an Appointment'. To the right of the button, there are links for 'How It Works', 'Our Locations', and 'FAQs'. A red arrow points from a text box at the bottom right to the 'Schedule an Appointment' button. The text box contains the instruction: 'Click the red "Schedule an Appointment" button to proceed'. At the bottom of the page, there is a footer with copyright information and a list of links: Home, Glossary, History of Fingerprinting, Site Map, Legal / Privacy, and Contact Us.

Go to Wisconsin's Fieldprint® website: www.fieldprintwisconsin.com and click the red "Schedule an Appointment" button to proceed.

Please make sure the Fieldprint® website is for Wisconsin.

Sign up as a user

The screenshot shows the Fieldprint website's user interface. At the top, there is a header with the Fieldprint logo, a language selector (English/Español), and a 'Need More Help?' section with contact information (Call 877-614-4364 or Email Us). The main content area is divided into two columns: 'New Users | Sign Up' and 'Existing Users | Sign In'. The 'New Users' section includes instructions for new users and a form with an 'Email address' field and a red 'Sign Up' button. The 'Existing Users' section includes instructions for existing users, a list of actions (Check appointment status, Re-schedule appointment, View and print receipt), a form with 'Email address' and 'Password' fields, a red 'Sign In' button, and a 'Forgot Password?' link. At the bottom, there is a copyright notice (© Copyright 2009-2013. Fieldprint, Inc.), links for 'Terms & Conditions' and 'Privacy Statement', and a 'Don't see any buttons?' link.

Sign up as a user:

If the individual is not an existing user they need to sign up. Under “New Users/Sign Up the individual enters their Email address and clicks on the red “Sign Up” button. This will take them to the “Sign Up” page on the Fieldprint® site.

If the individual is an existing user, they enter their Email address and Password under “Existing Users/Sign In.” This will allow the user to:

- ✓ Check their appointment status
- ✓ Re-Schedule the appointment or
- ✓ View and print receipt

*Appointments that are missed or re-scheduled less than 24 hours in advance will result in an additional \$7.75 fee from Fieldprint®

Fieldprint® Registration

Fieldprint® English Español

Need More Help?
Call 877-614-4364 or Email Us

Sign Up

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer. All of the following fields are required.

Password Rules
Must be 8 to 16 characters long
Must contain at least one capital letter, one lowercase letter, one number and one special character (!@#\$%*)
May not contain the phrase 'password'
May not be the same as your username
Is case sensitive

Password you would like to use
[password field]

Re-type Password
[password field] ⓘ

Security Question
[question field] ⓘ

Answer to your Security Question
[answer field] ⓘ

[Sign Up and Continue](#)

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Fieldprint® Registration:

If the individual is not registered they need to Sign Up and establish a Password, Security Questions and answers to those Security Questions.

To set a password in Fieldprint®:

- It must be 8-16 characters long
- Must contain at least one capital letter, one lowercase letter, one number **and** one special character (!@#\$%*)
- May not contain the phrase 'password'
- May not be the same as username
- Is case sensitive

Once the password, password verification, security question and answer to the security questions are completed click the red "Sign Up and Continue" button.

Fieldprint® Code

The screenshot shows the Fieldprint website's 'Reason' screen. At the top, there is a header with the Fieldprint logo, a 'Welcome, ITTestW!' message, a 'Logout' link, and language options for 'English' and 'Español'. Below the header, there is a 'Need More Help?' section with a phone icon and the number '877-614-4364' and an 'Email Us' link. The main content area is titled 'Reason' and contains two informational messages: one about personal information security with a lock icon and a 'Privacy Statement' link, and another about saving progress with a document icon. The central form has a 'Fieldprint Code' label above an empty input field. To the right of the input field is a red question mark icon. Below the input field is a red 'Continue' button. A red box with the text 'Enter the code: FPWICertification' has a red arrow pointing to the input field. At the bottom of the form, there is a note: 'If you don't have a Fieldprint® code, please contact the employer or organization that sent you to this website.' The footer contains copyright information '© Copyright 2009-2014, Fieldprint, Inc.', links for 'Terms & Conditions' and 'Privacy Statement', and a 'Don't see any buttons?' link. The page number '11' is visible in the bottom right corner of the slide.

Fieldprint® Code:

On the “Reason” screen it asks for the Fieldprint® Code. This code is only to be used for certified operators/applicants, their adult household members (non-client residents) and adult caregivers in a certified child care facility: FPWICertification

Click the red “Continue” button.

Note: The Fieldprint® Code is not case sensitive.

Demographic information (Slide 1 of 3)

The screenshot shows the 'Fieldprint' 'Personal Information' form. At the top, there's a progress bar with four steps: 1. Data Collection (active), 2. Authorization, 3. Time and Location, and 4. Confirmation. The form includes fields for First Name, Middle Name, Last Name, and Suffix. Below these are fields for aliases, with a red arrow pointing to the 'Add another name' button. Further down are fields for Social Security Number, Address 1, Address 2, City, State (a dropdown menu), and Zip Code. Two callout boxes are present: a yellow one stating 'All aliases must be reported to avoid running additional caregiver record checks.' and a red one stating 'Do not add names of other individuals. Each individual must schedule their own appointment online.'

Fieldprint Welcome, ITTestW! Logout English Español

1 Data Collection 2 Authorization 3 Time and Location 4 Confirmation

Need More Help?
Call 877-614-4364 or Email Us

Personal Information We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Please enter your personal information below. [?]

NOTE: The information entered on this screen must belong to the person being fingerprinted.

First Name: Middle Name: Last Name: Suffix: Select...

Please enter any other names or aliases you have used. [?] If you have used more than one alias, please click the "Add another name" button below to enter other aliases. [?]

First Name: Middle Name: Last Name: Suffix: Select...

+ Add another name [?]

Social Security Number: [?]

Address 1: [?]

Address 2: [?]

City: [?]

State: Select... [?]

Zip Code: [?]

All aliases must be reported to avoid running additional caregiver record checks.

Do not add names of other individuals. Each individual must schedule their own appointment online.

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Demographic information:

Enter personal demographic information (Slide 1 of 3)

- First Name, Middle Name, Last Name, Suffix
- Enter any aliases you have used (including maiden names). If you have more than one alias, click the red "add another name" button to enter each additional name you have been previously known as (for example: previous married name, maiden name, or other name change)
- Social Security Number
- Address
- City
- State
- Zip Code

Demographic information (Slide 2 of 3)

The screenshot shows a web form for entering demographic information. The form includes the following fields and options:

- Date of Birth:** Three dropdown menus for Month, Day, and Year, each with a red question mark icon.
- Phone:** A text input field with a red question mark icon.
- Alternate Phone:** A text input field with a red question mark icon.
- E-mail:** A text input field with a red question mark icon. A red arrow points from a yellow box labeled "E-Mail field will auto-fill" to this field.
- Preferred Contact Method:** Two radio buttons labeled "Phone" and "E-mail", each with a red question mark icon.
- Appointment Reminder:** A section titled "Would you like a message appointment reminder sent the day of your appointment?" with three radio buttons: "Text Message", "E-mail", and "No". The "No" button is selected and has a red question mark icon.
- Save and Continue:** A red button at the bottom left. A red arrow points from a yellow box labeled "Once the information on the page is complete click on the red 'Save and Continue' button." to this button.

At the bottom of the form, there is a copyright notice: "© Copyright 2009-2013. Fieldprint, Inc." followed by links for "Terms & Conditions" and "Privacy Statement". A small red text link "Don't see any buttons?" is also present.

Demographic information:

Enter personal demographic information (Slide 2 of 3)

- Date of Birth: Month/Day/Year
- Phone number
- Alternate Phone number
- EMail address will auto fill using the e-mail address entered to create your Fieldprint® account.
- Preferred Contact Method: select Phone or Email
- Appointment Reminder: You have a choice to receive an appointment reminder via text message or Email prior to your appointment.

Once the information on the page is complete, click the red "Save and Continue" button. This will save all the information entered to this point in the Fieldprint® system.

Demographic information (Slide 3 of 3)

The screenshot shows the 'Fieldprint' website's 'Demographics' page. At the top, there's a navigation bar with the Fieldprint logo, a 'Welcome, ITTestW!' message, a 'Logout' link, and language options for 'English' and 'Español'. Below this is a progress indicator with four steps: 1. Data Collection (active), 2. Authorization, 3. Time and Location, and 4. Confirmation. To the right of the progress bar, there's a 'Need More Help?' section with a phone icon and the number '877-614-4364' and an 'Email Us' link. The main heading is 'Demographics'. Below it, there are two informational icons: one stating 'We value your personal information and keeping it secure at ALL times' with a 'Privacy Statement' link, and another stating 'Your information is saved as you complete each step. You can log in and continue at any time.' The form itself contains the following fields: 'Citizenship' (a dropdown menu with 'United States of America (USA)' selected), 'Place of Birth' (a dropdown menu with 'Select...' selected), 'City of Birth' (a text input field), 'Gender' (a dropdown menu with 'Select...' selected), 'Your Height' (two dropdown menus for feet and inches), 'Your Weight' (a text input field), 'Eye Color' (a dropdown menu with 'Select...' selected), 'Hair Color' (a dropdown menu with 'Select...' selected), and 'Race' (a dropdown menu with 'Select...' selected). At the bottom of the form are two buttons: 'Save and Continue' (highlighted in red) and 'Back'. A red arrow points from a text box to the 'Save and Continue' button.

Once the information on the page is complete click the red "Save and Continue" button.

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Demographic information:

Enter personal demographic information (Slide 3 of 3).

- Citizenship
- Place of Birth
- City of Birth
- Gender
- Height: feet/inches
- Weight
- Eye Color
- Hair Color
- Race

Once the information on the page is complete, click the red "Save and Continue" button. This will save all the information entered up to this point. If user needs to review the information from the page prior click the red "Back" button.

Enter DOJ Account Number

Enter DOJ Account Number:

Enter the Department of Justice (DOJ) account number provided from your certifying agency.

Click on the red “Save and Continue” button.

Certifying Agency Information

The screenshot shows the Fieldprint 'Employer' form. At the top, there's a progress bar with four steps: 1. Data Collection, 2. Authorization, 3. Time and Location, and 4. Confirmation. The 'Employer' section is highlighted. A red arrow points to the 'Employer Name' field, which contains the text 'Building Blocks'. A red callout box with a yellow border contains the text: 'The "Employer Name" is the name and address of your certifying agency.' The form includes fields for Address 1, Address 2, City, State (a dropdown menu showing 'NJ'), Zip Code, and Phone. At the bottom, there are 'Save and Continue' and 'Back' buttons. The page number '16' is visible in the bottom right corner.

Certifying Agency Information:

On the "Employer" screen individuals will enter the entity requesting the fingerprints which, in this case, is your Certifying Agency.

Under the "Employer Name" field all users will need to enter the name of the Certifying Agency, their address and phone number.

Note: The instructions in the screen above read as follows: "Please enter information below about your current or prospective employer, or the agency or organization that requires you to be fingerprinted." The name of the certification agency shall be entered here for applicants/operators, adult household members and other caregivers in certified programs (not an individual's actual employer).

Click the red "Save and Continue" button.

Release Statement

Fieldprint Welcome, ITTest001 Logout English Español English Español

1 Data Collection 2 Authorization 3 Time and Location 4 Confirmation

Release

Please read and agree to the following

Requesting Individual or Agency

Name: Building Blocks Phone: (215) 000-0000

Address: State St Attn:

Marlton, NJ 08053

I hereby authorize the agency listed above to submit a set of my fingerprints for the purpose of accessing and reviewing Wisconsin criminal history information.

By signing this waiver agreement it is my intent to authorize dissemination of such criminal history record information that may pertain to me to the agency with which I am employed, seeking employment with, seeking to serve as a volunteer for, or seeking licensure from. I also understand that this information may only be used for the purpose it was submitted.

I understand that it is not employment discrimination because of arrest record to refuse to employ or license, or to suspend from employment or licensing, any individual who is subject to a pending criminal charge or has been convicted of any felony, misdemeanor or other offense if the

I Agree: ☐

Your Full Name:

Address:

Today's date: Month Day Year

Continue Back

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Release Statement:

The “Release” statement allows you to authorize the requesting agency (in this case the requesting agency is the certification agency) to submit the fingerprints to the Wisconsin Department of Justice and the Federal Bureau of Investigation.

Read through the Release statement.

Click on the “I Agree” box.

Enter your Full Name.

Enter your address.

Enter today's date: Month/Day/Year.

Click on the red “Continue” button.

Privacy Statement

The screenshot shows the Fieldprint Privacy Statement form. At the top, there is a navigation bar with the Fieldprint logo, a welcome message, and a login link. Below the navigation bar, a progress indicator shows four steps: 1. Data Collection, 2. Authorization, 3. Time and Location, and 4. Confirmation. The current step is 2, Authorization. The form title is "Privacy Statement". Below the title, there is a paragraph stating: "We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)". To the right, there is a note: "Your information is saved as you complete each step. You can log in and continue at any time." The main content area is titled "Please read and agree to the following" and contains three paragraphs of text. The first paragraph discusses the authority of the FBI's acquisition, preservation, and exchange of information. The second paragraph discusses the Social Security Account Number (SSAN) and its use. The third paragraph discusses the Principal Purpose of the application, which is to determine if an individual is eligible for employment, security, licensing, and adoption. Below the text, there is a checkbox labeled "I Agree:" which is currently unchecked. Below the checkbox, there is a text input field for "Your Full Name:". Below the name field, there is a date selection field labeled "Today's date:" with dropdown menus for "Month", "Day", and "Year". At the bottom of the form, there are two buttons: "Continue" and "Back".

Fieldprint Welcome, ITTestW5! Logout English Español

1 Data Collection 2 Authorization 3 Time and Location 4 Confirmation

Need More Help?
Call 877-614-4364 or Email Us

Privacy Statement

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Please read and agree to the following

Authority: The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub. L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 552a; Pub. L. 94-202; Pub. L. 101-604; and Executive Orders 10450 and 12958. Providing the requested information is voluntary, however, failure to furnish the information may affect timely completion or approval of your application.

Social Security Account Number (SSAN): Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and

I Agree: ☐

Your Full Name:

Today's date:
Month Day Year

Continue Back

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Privacy Statement:

Next, read through the "Privacy Statement."

After reading the entire statement, click on the "I Agree" box.

Enter your Full Name.

Enter Today's date: Month/Day/Year

Press the red "Continue" button.

Challenge Notice

Fieldprint: Welcome, ITTestW! Logout English Español

1 Data Collection 2 Authorization 3 Time and Location 4 Confirmation

Need More Help? Call 877-614-4364 or Email Us

Challenge Notice

RECORD COMPLETENESS OR ACCURACY CHALLENGE NOTICE

FBI Record: This record is subject to the following use and dissemination restrictions:

Under provisions set forth in Title 28, Code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and receive FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification Records obtained from the BRI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity.

The official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license of employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so.

An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI's CJIS Division Records System, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 10.34.

The CJIS Division is not the source of the data appearing on identification records. All data is obtained from fingerprint submissions or related identification forms submitted to the FBI by local, state, and federal agencies. As a result, the responsibility for authentication and correction of such data rests upon the contributing agency (i.e., police department, county court, etc.). Please contact this agency or the central repository in the state where the arrest occurred to request a change, correction, or update. The FBI is not authorized to modify the record without written notification from the appropriate criminal justice agency.

Wisconsin Record:

Subject to 111.33 to 111.36, Section 111.321 of the Wisconsin Statutes prohibits act of employment discrimination based on arrest and conviction records. Applicants should be notified of their right to challenge the accuracy and completeness of any information contained in a criminal record before any final determination is made. Challenges should be submitted to the Crime Information Bureau on form DJ-LE-247 and may include a request for fingerprint comparison.

Form DJ-LE-247 and information on the Wisconsin challenge process may be found online at <http://www.doj.state.wi.us/dles/cb/challenge.asp>

Other State's Record: Contact the state holding or contributing the record being challenged. A list of contacts for background check information for other states may be found at <http://www.doj.state.wi.us/dles/cb/solist.asp>

Save and Continue Back

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Challenge Notice:

Read over the Challenge Notice. This highlights how the fingerprints may be or not be used; allows the individual an opportunity to challenge the accuracy of contents and states that an individual should not be presumed guilty if there is no final disposition stated or otherwise determined.

Click the red "Save and Continue" button.

Schedule the Appointment

Fieldprint Welcome, ITTestFW! [Logout](#) [English](#) [Español](#)

1 Data Collection 2 Authorization 3 Time and Location 4 Confirmation

Schedule Your Visit We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Find a Location [Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button.

[Find](#)

[Back](#)

Locations

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

Location Name	Distance	Hours of Operation	Notes
1. Fieldprint Site - The UPS Store #2831 2935 South Fish Hatchery Road Yarmouth Crossing Madison, WI 53711	4.4 mi	M TU W 10:30 AM - 07:00 PM TH F 10:30 AM - 06:00 PM SA 01:00 PM - 04:00 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing
2. Fieldprint Site - The UPS Store #1695 4230 East Towne Boulevard Essex Square Madison, WI 53704	5.4 mi	M TU W TH F 09:00 AM - 05:30 PM SA 09:30 AM - 03:30 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing

[Schedule Appointment](#) [Schedule Appointment](#)




Map data ©2013 Google - [Terms of Use](#)

Schedule the Appointment:

To find a Fieldprint® office nearby, the user enters their home address and clicks on the red “Find” button.

A list of the nearest Fieldprint® locations will appear. Select the desired location and click the red “Schedule Appointment” button.

Proximity Options

	Location Name	Distance	Hours of Operation	Notes
	1. Fieldprint Site - Hayes Computers 100 Spruce Avenue (next to Meyer Trucks) Cameron, WI 54822	37.7 mi	M T U W T H F 11:00 AM - 05:00 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing
	2. Fieldprint Site - The UPS Store #5335 808 Carmichael Road Prairie View Shopping Center, next to Hudson Bagel Hudson, WI 54016	42.7 mi	M T U W T H F 08:00 AM - 04:30 PM S A 09:00 AM - 12:00 PM Schedule Appointment	
	3. Fieldprint Site - PostNet 779 Bielenberg Drive Suite 107, next to Akita Sushi Woodbury, MN 55125	49.6 mi	M T U W T H F 09:30 AM - 06:00 PM Schedule Appointment	Livescan No Additional Fees Expedited Processing
	4. Polk County Sheriffs Office 1005 West Main Street Suite 900 Balsam Lake, WI 54810	7.9 mi	M T U W T H F 09:00 AM - 04:00 PM Schedule Appointment	No Additional Fees
	5. Burnett County Sheriff 7410 County Road K #122 Siren, WI 54872	16 mi	M T U W T H F 09:00 AM - 04:00 PM Schedule Appointment	No Additional Fees

These locations are
“LiveScan” locations >35
miles from the address

These are no “LiveScan” locations. An
appointment can be requested/made and
Fieldprint® will send print cards to bring to
the location. Additional ink fees may apply.

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Proximity Options:

When scheduling a Fieldprint® appointment a list of “Livescan” locations nearest to you are listed. The locations where digital prints are captured are denoted by the “Livescan” icon located to the left of the “Location Name” column. If the Fieldprint® locations are more than 35 miles from the address you entered, alternative print card locations will appear. These locations provide ink-rolled fingerprints on cards provided by Fieldprint®.

If you select a print card location, Fieldprint® will mail you a packet that contains instructions, fingerprinting cards and a pre-addressed envelope used to return the completed cards to Fieldprint® after the appointment. Fieldprint® will convert the prints to digital and forward them on to the Department of Justice for processing.

Note: If there is a fee for having prints rolled it will be listed under the “Notes” column on the right hand side. This site fee is paid by the individual directly to the agency that is rolling your prints.

\$7.75 Fieldprint Scheduling Fee After 12/31/15

- After selecting a specific location and scheduling the appointment, but prior to the Appointment Confirmation screen, the individual will need to pay the \$7.75 Fieldprint Scheduling fee if the appointment is made after 12/31/15.
- The individual will not be able to schedule the appointment without payment.

Appointment Confirmation

Fieldprint Home ITTest Login

Need More Help? Call 877-614-4264 or Email Us

Confirmation

Registration # 1263394 for DayCamping ITTest is scheduled for:
April 22, 2014 at 11:40 AM

You must print this appointment confirmation and bring it with you to your appointment.
 Your appointment information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint® at 877-614-4264.

Your Appointment Location
 Fieldprint Site - Marlton, NJ
 400 Lippincott Drive Suite 110
 Marlton, NJ 08053

Please note: Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.
 Please call us at 888-786-1867 to rate your experience. We would appreciate feedback on your appointment and our site.
 If you decide to reschedule your appointment in the future, please return to www.fieldprint.com, sign in as an existing user, and click on the red checkmark line to make a new appointment.

What Identification to bring?
 You must bring two forms of identification. At least one form has to be a picture ID from the Picture ID list below and the second has to be from the Secondary ID list.
 If you do not bring two valid, acceptable forms of ID, your appointment cannot be completed.

Picture ID:

- State-issued drivers license
- State-issued non-driver identity
- U.S. passport
- Military identification Card
- Notary Public Seal
- Foreign Passport

Secondary ID:

- State-issued drivers license
- State-issued non-driver identity
- U.S. passport
- Military identification Card
- Notary Public Seal
- Bank Statement
- Utility bill
- Credit Card
- Marriage Certificate
- Birth Certificate
- State Government issued Certificate of Birth
- Foreign Passport
- Passport Government Personal Identity
- Certificate of Citizenship
- Certificate of Naturalization
- Notary Public Seal
- Notary Public Seal
- Notary Public Seal
- Transportation Worker Identification
- Consular (CIVIC) Card

Rescheduling Your Appointment
 If you need to reschedule your appointment, please click on the red checkmark or call 877-614-4264. Please note: Rescheduling the appointment incurs a charge. For all rescheduling is handled by email. Please note: Rescheduling an appointment to make, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Reschedule Appointment

Print confirmation receipt and/or directions to the Fieldprint® site.

Your appointment location and address.

Cancellation policy and how to cancel or reschedule your appointment.

What to bring with you to your appointment: This confirmation notice and two forms of ID

Appointment Confirmation:

On the "Confirmation" page you will see:

- The option to print this confirmation page and/or direction to the Fieldprint® office location
- The date and time of your scheduled appointment
- That an Email confirmation will be sent
- The location and address of the Fieldprint® office
- Information on cancelling or rescheduling the appointment
- What to bring to your Fieldprint® appointment:
 - ✓ A printed copy of this Confirmation page
 - ✓ Two forms of acceptable identification...one must be a picture ID

Bring to your appointment

- A print out of the appointment confirmation
- The Fieldprint® Registration number
 - ✓ Located above the appointment date & time
- Two forms of identification
 - ✓ A picture ID and another acceptable form of ID

**The appointment cannot be completed
if these items are not present.**

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Bring to your appointment:

When you come to your fingerprinting appointment you must have a print out of your appointment confirmation which has your registration number. The registration number is located above the appointment date and time.

In addition, two forms of identification are needed. One of the IDs must be a picture ID. A list of all acceptable forms of identification are listed on the next slide.

If any of these items cannot be presented at the time of the appointment the appointment cannot be completed.

Acceptable forms of Picture ID:

- State-Issued Driver's License
- State-Issued Non-Driver's License ID Card
- U.S. Passport
- Military Identification Card
- Work Visa with Photo
- Foreign Passport

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Acceptable forms of Picture Identification:

One of the two forms of identification must be a picture identification. Acceptable forms of picture identification include:

- State-Issued Driver's License
- State-Issued Non-Driver's License ID Card
- U.S. Passport
- Military Identification Card
- Work Visa with Photo
- Foreign Passport

If you have questions regarding acceptable forms of ID you may contact Fieldprint® toll-free: (877) 614-4364 or CustomerService@fieldprint.com

Acceptable forms of Secondary ID:

- Credit Card
- Bank Statement
- Birth Certificate
- Marriage Certificate
- Citizenship or Naturalization Certificate
- Electric/Utility Bill
- Federal Government Personal Identity Verification card
- Social Security Card

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Acceptable forms of secondary identification:

Acceptable forms of the second identification verification include:

- Credit Card
- Bank Statement
- Birth Certificate
- Marriage Certificate
- Citizenship or Naturalization Certificate
- Electric/Utility Bill
- Federal Government Personal Identity Verification card
- Social Security Card

After the Appointment

The digital fingerprints are forwarded to DOJ from the Fieldprint® location and results are available for review by the certifying agency shortly after the appointment is completed.

...Same process the certifying agency follows now to retrieve results

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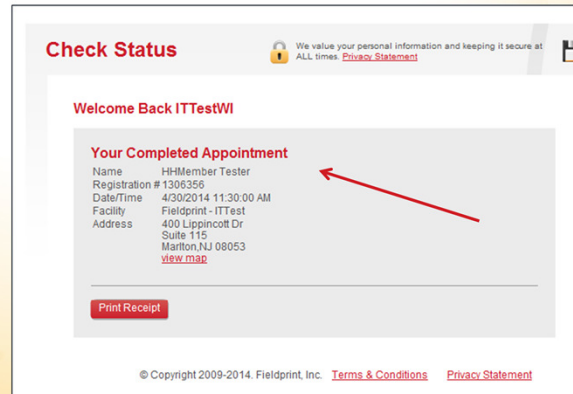
After the Appointment:

The digital fingerprints are forwarded to DOJ from the Fieldprint® location and results are available for review shortly after the appointment is completed.

This is the same process the certifying agency follows to retrieve name-based background check results.

After the Appointment:

The individual may sign into Fieldprint® and follow up information will be available regarding their appointment.



The screenshot displays the 'Check Status' page of the Fieldprint system. At the top, it says 'Check Status' and includes a security notice: 'We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)'. Below this, a welcome message reads 'Welcome Back ITTestWI'. The main section is titled 'Your Completed Appointment' and lists the following details: Name (HHMember Tester), Registration # (1306356), Date/Time (4/30/2014 11:30:00 AM), Facility (Fieldprint - ITTest), and Address (400 Lippincott Dr, Suite 115, Marlton, NJ 08053). A red arrow points to the 'view map' link below the address. At the bottom of the details box is a red 'Print Receipt' button. The footer contains the copyright notice '© Copyright 2009-2014. Fieldprint, Inc.' and links to 'Terms & Conditions' and 'Privacy Statement'.

Your Completed Appointment	
Name	HHMember Tester
Registration #	1306356
Date/Time	4/30/2014 11:30:00 AM
Facility	Fieldprint - ITTest
Address	400 Lippincott Dr Suite 115 Marlton, NJ 08053
	view map

[Print Receipt](#)

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After the Appointment...

The individual may sign into Fieldprint® and follow up information will be available regarding their appointment.

Here, "Your Completed Appointment" verifies that the individual attended their scheduled appointment and may print a receipt using the red "Print Receipt" button.

Frequently Asked Questions

Click on the Certification Background Check Requirements page below to review FAQs pertaining to Caregiver Background Checks and Fingerprint-Based Background Checks:

<https://dcf.wisconsin.gov/cccertification/caregiver>

or

Fingerprint FAQs

Contact Information

Fieldprint® Helpline

Phone: 877-614-4364

<http://www.Fieldprintwisconsin.com>

Certification Contacts

<https://dcf.wisconsin.gov/files/ccregulation/cccertification/certifiers.pdf>